

Job Opportunity ARNG Active Guard/Reserve AGR Vacancy

STATE OF WYOMING MILITARY DEPARTMENT

**Office of the Adjutant General
5800 Central Avenue
CHEYENNE, WYOMING 82009**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

Position Title:	Training Officer
Announcement No:	16-A129
Opening Date:	31 March 2016
Closing Date:	13 April 2016
Max Grade Authorized:	O-3
Min Grade Authorized:	O-1 (Must have flight school complete)
MOS Criteria:	15A or 67J
Security Clearance:	SECRET
Unit/Duty Location:	C/5-159 GSAB, Cheyenne, WY
Female Asg Elig:	Open
Nominating Official:	MAJ Cole Kelly, OIC

2. This position is open to all current members of the Wyoming Army National Guard.

3. All applicants must submit to the Human Resources Office (HRO) all of the documents listed under the "Instructions for Applying" section. Individual must possess a SECRET clearance prior to submitting application package to HRO, or must obtain a SECRET clearance within one year from date of selection. Failure to obtain or maintain a Secret clearance will result in removal from the AGR program. Must meet eligibility criteria as prescribed in NGR 600-5 and AR 135-18. Must meet any special requirements as specified in the Job Vacancy Announcement.

4. Initial AGR tour is probationary and will not exceed 3 years. Per WYMD 335 MPP, all WY ARNG AGR Initial AGR Tours will be for 36 months upon being awarded the duty MOS or 36 months if already DMOSQ for the position being occupied. Except in the event of mobilization or force structure changes; reassignment within the first 18 months requires prior approval of NGB-ARM (NGR 600-5, 2-6f.) These timelines apply to lateral (or like graded and MOS/AFSC positions) reassignments only and will not be applied to promotion opportunity reassignments.

5. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to a review of qualifications by the

Human Resources Office. All notifications of selection are conditional until verification of security clearance, medical clearance, and approval of HRO Form 100 determinations have been completed by HRO (Policy Memorandum 12-40 Employment of Relatives within the Wyoming Military Department).

BRIEF POSITION DESCRIPTION

Responsible for carrying out the Commander's plans and programs in order to accomplish unit training objectives. Manage and directs company full-time support personnel in day to day functions. Formulates, oversees, and evaluates the yearly training programs of the Unit. Aides the unit Commander in developing training plans and issues implementing instructions to subordinates elements. Establishes and conducts training evaluation plan for all subordinates. Reviews plans and schedules of subordinates and recommends approval or revision as necessary. Provides assistance, guidance, and resources to subordinates for scheduling and conducting training. Monitors usage of funds and man-days designated for training. Schedules and coordinates the use of training sites, equipment, and facilities. Coordinates with external agencies, such as the TSB, through higher headquarters, for conducting TAM's, FTX's or CPX's. Prepares and manages plans and reports pertaining to readiness and mobilization. Monitors the MOS qualification program of the Unit and performs other duties as assigned. .

ELIGIBILITY REQUIREMENTS

1. Must meet Fitness Test standards IAW FM 7-22. Physical Fitness Training and testing will be ongoing.
2. Applicants must meet height/weight standards as prescribed in AR 600-9.
3. Must meet medical standards in accordance with chapter 3, AR 40-501.
4. Army National Guard members on the Army Body Composition Program are ineligible for entry into the AGR Program. Members must meet the weight requirements at the time they are placed in the AGR Program.
5. Must meet eligibility criteria as prescribed in NGR 600-5 and Tables 2-1, 2-2 and 2-3 AR 135-18.
6. Applicants must not be subject to flagging action when entering into the AGR program.
7. Selected individual must extend/reenlist for a period equal to or greater than initial tour end date.
8. Must not have been previously separated for cause from active duty.
9. Must not have been separated from a previous AGR tour within the past 12 months.
10. Must meet any special requirements as specified on Position Description.
11. Must possess or be able to obtain the military occupational specialty (MOS) area of concentration (AOC) commensurate with the AGR duty position.
- 12. Applicant's military grade cannot exceed the maximum military grade authorized for the position.**
13. Members must remain in the position to which initially assigned/reassigned for a minimum of 24 months. (The TAG may waive this requirement after selection).

14. Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.

INSTRUCTIONS FOR APPLYING

Individuals may apply by submitting documents to:

**Wyoming Military Department
Human Resources Office - AGR
5800 Central Avenue
Cheyenne, WY 82009-3320**

All required forms must be current as of the closing date of the announcement. Applicants must type or print in legible dark ink and **SIGN AND DATE** each application. Along with the required forms applicants may attach additional documents such as DD Form 214, completion of Training certificates, Letters of Recommendations/Endorsements, Etc. **Applications not containing the required forms will not be considered or forwarded to the selecting supervisor. Copies are acceptable.** The following forms and documents are required:

- **Cover letter**
- **Resume**
- **NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position dated 11 November 2013:** Form may be found using the following url: http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm. Provide continuation paper as needed; **pay particular attention to Section IV and the requirement to fully explain “yes” answers; form must be signed and dated.** A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. **Form must be signed and dated.**
- **ORB:** Personnel Qualification Record or ORB must show current MOS/Branch data, security clearance status.
- **MEDPROS Medical Readiness printout or Periodic Health Assessment (PHA):** current within 12 months as of the closing date of the announcement.
- **DA Form 705 – Army Physical Fitness Scorecard:** Must be current within 12 months as of the closing date of the announcement.
- **RCAS Generated Height / Weight Printout (Weight Control History):** Individual Record of Weight Control/Progress dated within last 6 months as of the closing date of the announcement.
- **DA Form 5500 or 5501-R;** Body Fat Content Worksheet (if applicable) current within 6 months as of the closing date of the announcement.
- **NGB Form 23/23B – ARNG current Annual Retirement Points Accounting Statement.**
- **DA Photograph:** In military uniform, current within 24 months is required.

- **Last 5 OERs:** If less than 5, submit what is available. **A letter of recommendation or performance statement from the applicant's military supervisor must be submitted by applicants not requiring an OER or those having less than five evaluations on file.**
- **SF 181:** Race and National Origin Identification Form.

NOTE: It is the responsibility of the individual Soldier applying for a full time position to ensure their personnel records are complete and up to date, and to ensure all basic qualifications noted in the description of duties are met. We may elect to not consider any waiver, to include medical. Soldier must fully document any qualification, which may be waived IAW AR 135-18 or NGB 600-5.

SPECIAL REQUIREMENTS

- **Must be a current member of the Wyoming Army National Guard.**
- **Must have flight school complete**
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of a permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR Program.
- **Applications must be received in HRO by close of business on the closing date of the announcement.**
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/emailed applications will not be accepted, **except for those individuals currently deployed.**
- Do not submit applications in file folders, binders, etc...
- Applications will not be returned.

Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete.

The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

Human Resources office Point of Contact: SSG Adrienne Gibbs, (307) 772-5943 or SSG Katie Upton (307) 772-5227 / E-Mail: ng.wy.wyarnq.list.org-jobs@mail.mil

SPMD: 2344/001 AGR: 393184

UNIT/PARA/LINE: WNH6G1/ 105/01